

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 6

1. Filing Instructions for the NOAA Travel Handbook (NTH).
Replacement pages for your NTH are attached as follows:

Remove

Page 301-i
dated September 1, 1999

Page 301-1-1
dated September 1, 1999

Page 301-2-5
dated September 1, 1999

Page 301-2-7
dated September 1, 1999

Page 301-2-11
dated September 1, 1999

Page 301-51-4
dated June 1, 2000

Insert

Page 301-i
dated June 1, 2000

Page 301-1-1
dated June 1, 2000

Page 301-2-5
dated June 1, 2000

Page 301-2-7
dated November 1, 2000

Page 301-2-11
dated November 1, 2000

Page 301-51-4
dated November 1, 2000

Page 306-i (Table of
Contents) at the beginning
of Chapter 306 dated
November 1, 2000

Page 306 6-1(1)
dated September 1999

Pages 306-1-1 thru 306-1-2
dated November 1, 2000

Pages 306 6-3(1) thru 6-3(4)
dated March 1995 and pages
306 6-3(5) thru 6-3(23)

Pages 306-3-1 thru 306-7-20
dated November 1, 2000

2. Explanation of Changes. The attached pages update various pages in Chapter 301 and completely replace NOAA Travel Regulation, Chapter 306, Foreign Travel.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
MASC - Boulder----- (303) 497-6199
CASC - Kansas City--- (816) 426-7543 x431
EASC - Norfolk----- (757) 441-6897
NOAA Travel Office--- (301) 413-3060

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

Part 301-51

301-51.1 thru 301-51.7

Part 301-52

301-52.17 thru 301-52.23

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CHAPTER 301–TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A–Introduction

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- 301-1 Applicability
- 301-2 General rules

Subchapter B–Allowable Travel Expenses

Part

- 301-10 Transportation expenses
- 301-11 Per diem expenses
- 301-12 Miscellaneous expenses

Subchapter C–Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

Part

- 301-51 Paying travel expenses
- 301-52 Claiming Reimbursement
- 301-53 Using promotional materials and frequent traveler programs
- 301-74 Conference Planning

Subchapter A--Introduction

PART 301-1--APPLICABILITY

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- 301-1.2(c)(1) What is the definition of invitational travel?
- 301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?
- 301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?
- 301-1.2(c)(4) How are travelers noted as “invitational” on travel orders?
- 301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel orders?

301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.
See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.
See NTR, Chapter 301-51.5(b) and 51.8 for regulations regarding the issuance of travel advances for invitational travelers.

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel orders should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-2.1(e) What should I do if I incur expenses that are not approved on the travel order?

After travel, expenses that are not approved on the travel order must be post-approved in the remarks section of the travel voucher using the following: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(cc) for expenses that require specific authorization.

301-2.1(f) What is a blanket (limited open) travel order?

A blanket travel order is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel orders:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel order;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel order (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

301-2.1(g) Can blanket travel orders be used for foreign travel?

Yes. Blanket travel orders may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

- 301-2.5 Who has the authority to approve most types of travel, including:**
- 1) premium class accommodations, 2) actual expense travel, 3) foreign travel,**
 - 4) acceptance of payment from a non-Federal source, 5) domestic travel,**
 - 6) permanent change of station (PCS) travel, 7) blanket travel, and**
 - 8) invitational travel?**

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may approve official travel. Within NOAA, the following officials have the authority to approve the types of travel listed above:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Associate Deputy Under Secretary
Director, Program Coordination Office
Chief Scientist of NOAA
Deputies, Naval and Air Force
Director, Public and Constituent Affairs
Director, Sustainable Development and Intergovernmental Affairs
Director, Policy and Strategic Planning
Director, Legislative Affairs
Director, International Affairs
General Counsel
Director, Office of Marine and Aviation Operations
Director, Commissioned Personnel Center
Director, Marine Operations Center
Director, Aircraft Operations Center
Chief Financial Officer/Chief Administrative Officer
Director, Systems Acquisition Office
Director, High Performance Computing and Communications
Federal Coordinator, Office of the Federal Coordinator for Meteorological
Services and Supporting Research
Deputy Directors, Staff Offices
Assistant Administrators
Deputy Assistant Administrators

301-2.5(l) Who has the authority to approve transportation expenses related to threatened law enforcement/investigative employees and members of their family?

The authorizing official who approved the travel order.
See FTR, Chapter 301-31.1 - 301-31.15.

301-2.5(m) Who has the authority to approve foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be approved by the Under Secretary and Administrator.
- Foreign travel for the Director, Aircraft Operations Center, will be approved by the Director, Office of Office of Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be approved by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.
(All requests for foreign travel will be approved and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)

301-2.5(n) Who has the authority to approve acceptance of payment from a non-Federal source for travel expenses under \$25,000?

Directors, Financial Management Centers

See NOAA Finance Handbook, Chapter 4, Section 15, and FTR, Chapter 304.

301-2.5(n)(i) Who has the authority to approve acceptance of payment from a non-Federal source for travel expenses over \$25,000?

Secretary of Commerce

301-51.8 How does the NOAA office inviting the invitational traveler obtain travel advances?

The NOAA office inviting the invitational traveler can obtain travel advances as follows:

(a) under non-emergency circumstances, the NOAA office will submit a travel advance to the servicing finance office. The travel advance will be deposited directly to the traveler's bank account within 2 - 3 days (notify your servicing finance office for direct deposit set-up); or

(b) under emergency circumstances, the NOAA office will submit a travel advance to the servicing imprest cashier. The NOAA office will receive cash to fund the traveler's trip. Note: Imprest funds are no longer available in most areas. Check with your servicing finance office for the availability of an imprest fund.

301-51.9 Who do I contact to apply for a Citibank Government travel card?

- (a) All Line and Staff Offices, other than NMFS and NWS, will call Ruth Wagerman on (301) 413-3060,
- (b) NMFS employees will call LeVon Washington on (301) 713-0155, and
- (c) NWS employees will call Beth Downs on (301) 713-0262.

CHAPTER 306—FOREIGN TRAVEL

Part

306-1	Authorization
306-3	Administrative Requirements
306-4	Country Clearance Cables
306-5	Official Passports
306-6	Official Visas
306-7	Foreign Travel Documents

PART 306-1--Authorization

Sec.

306-1.2 Who has the authority to approve foreign travel?

306-1.4 Where can I find foreign travel information on the Internet?

306-1.2 Who has the authority to approve foreign travel?

Under Secretary and Administrator

Assistant Secretary and Deputy Administrator

Deputy Under Secretary

Associate Deputy Under Secretary

Director, Program Coordination Office

Chief Scientist of NOAA

Deputies, Naval and Air Force

Director, Public and Constituent Affairs

Director, Sustainable Development and Intergovernmental Affairs

Director, Policy and Strategic Planning

Director, Legislative Affairs

Director, International Affairs

General Counsel

Director, Office of Marine and Aviation Operations

Director, Commissioned Personnel Center

Director, Marine Operations Centers

Director, Aircraft Operations Center

Chief Financial Officer/Chief Administrative Officer

Director, Systems Acquisition Office

Director, High Performance Computing and Communications

Federal Coordinator, Office of the Federal Coordinator for Meteorological

Services and Supporting Research

Deputy Directors, Staff Offices

Assistant Administrators

Deputy Assistant Administrators

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be approved by the Under Secretary and Administrator.
- Foreign travel for the Director, Aircraft Operation Center, will be approved by the Director, Office of Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be approved by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

306-1.4 Where can I find foreign travel information on the Internet?

You can find foreign travel information at the following Internet sites:

Department of State: <http://travel.state.gov>

- | Travel warnings/Consular Information Sheets
- | Passport services
- | Visa Services
- | U.S. Embassy and Consulate Web-sites Worldwide

Centers for Disease Control (CDC): <http://www.cdc.gov/travel/index.htm>

- | Reference Material
- | Disease Outbreaks
- | Geographic Health Recommendations
- | Summary of Health Information
- | Health Information for International Travel

Universal Currency Converter: <http://www.xe.net/currency/>

The World Fact Book - Central Intelligence Agency:

<http://www.odci.gov/cia/publications/factbook/index.html>

- | Country Listing
- | Reference Maps
- | Notes and Definitions
- | Appendixes

PART 306-3--Administrative Requirements

Sec.

- 306-3.1 Who processes foreign travel packages for NOAA?
- 306-3.2 What is a “complete” foreign travel package?
- 306-3.3 Is a “Defensive Travel Briefing” required for foreign travel?
- 306-3.4 What will help ensure my safety as a Government employee traveling on official business?
- 306-3.5 How can I help ensure foreign travel packages will be processed in time for my travel?
- 306-3.6 What are the lead-time requirements for processing foreign travel packages that do not require visas or passports?
- 306-3.7 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?
- 306-3.8 What do I submit to the NTO for an invitational traveler on foreign travel?
- 306-3.9 How does the NTO process a foreign travel package?

306-3.1 Who processes foreign travel packages for NOAA?

The National Marine Fisheries Service (NMFS) processes all NMFS foreign travel packages and the NOAA Travel Office (NTO) processes all other foreign travel packages.

306-3.2 What is a “complete” foreign travel package?

A complete foreign travel package consists of:

- 1) an approved original and one photocopy of the travel order with a travel order number assigned by the Line/Staff Office. The employee’s grade and date of birth must be annotated in the remarks section of the travel order;
- 2) a signed copy of the “Defensive Travel Briefing Acknowledgment Statement;” and
- 3) passport forms, passports, pictures, visa applications, and letters of invitation could be included depending on country requirements.

Please note: Your Line or Staff Office may have other internal requirements.

See NTR, Chapter 306-7.1 for a blank foreign travel checklist.

306-3.3 Is a “Defensive Travel Briefing” required for foreign travel?

Yes. “Defensive Travel Briefings” are required for all employees including invitational travelers on foreign travel. The “Defensive Travel Briefing” consists of an information handout and a “Defensive Travel Briefing Acknowledgment Statement.” The information handout must be read and the statement must be signed, dated, and submitted to the NTO annually. The statement confirms that the traveler has read the information handout. Foreign travel packages without a signed statement will not be processed.

See NTR, Chapter 306-7.2 for a “Defensive Travel Briefing.”

306-3.4 What will help ensure my safety as a Government employee traveling on official business?

- 1) Sign the official passport immediately upon receipt.
- 2) Renew passports 6 months before they expire.
- 3) Obtain visas for any in-transit travel.
- 4) Ensure that country clearance cables are processed by your Line Office’s servicing International Activities Office or by your Staff Office.

306-3.5 How can I help ensure foreign travel packages will be processed in time for my travel?

To provide adequate lead-time to process foreign travel packages, the following procedures should be followed:

- 1) Plan ahead - Determine well ahead of travel dates which staff members will need foreign travel orders, annual briefings, and passports. Predetermine which countries require visas. All visa applications, except those for Australia and Oman, can be faxed upon request from the NTO. For quicker visa service, frequent travelers should keep extra pictures on hand.
- 2) Act promptly - Allow the proper lead-time necessary to obtain visas and passports. For situations where there is not enough lead-time, an advance unsigned copy of the travel order can be sent to the NTO followed by a signed copy. Submit separate documents for each traveler. Provide the NTO with an office contact name and phone number.

306-3.6 What are the lead-time requirements for processing foreign travel packages that do not require visas or passports?

Four-weeks lead-time is required for foreign travel packages that do not require visas or passports. *See NTR, Chapter 306-4.5, 306-5.2, and 306-6.2 for specific lead-time requirements.*

306-3.7 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?

No. NOAA is not responsible for official passports and visas for invitational travelers on foreign travel. Invitational travelers are expected to obtain personal passports and visas. However, NOAA will reimburse passport and visa fees for invitational travelers on foreign travel when approved on the travel order.

306-3.8 What do I submit to the NTO for an invitational traveler on foreign travel?

You will submit an approved travel order with the following statement annotated in the remarks section of the travel order: “The individual named above is traveling at the invitation of the U.S. Government. Although not a formal representative of the U.S. Government, this individual is considered of sufficient character and qualification to participate on this mission.” A “Defensive Travel Briefing Acknowledgment Statement” must also be included.

306-3.9 How does the NTO process a foreign travel package?

The NTO will hold the approved travel order until **all** of the necessary documents have been received and processed. A complete foreign travel package includes the original approved travel order, the official passport, and visa(s), if necessary. When all of the documents have been processed, the NTO will forward the complete foreign travel package to the travel contact. Upon receipt of the complete foreign travel package, the travel contact and the traveler should review all documents for completion and accuracy.

PART 306-4--Country Clearance Cables

Sec.

- 306-4.1 What are country clearance cables?
- 306-4.2 Why is there a need to prepare country clearance cables?
- 306-4.3 When is a country clearance cable prepared?
- 306-4.4 Who prepares country clearance cables?
- 306-4.5 What are the lead-time requirements for processing country clearance cables?
- 306-4.6 What information is required for a country clearance cable?

306-4.1 What are country clearance cables?

Cables (or telegrams) are a means of communication within the foreign diplomatic network. Country clearance cables notify the Department of State officials in Washington, D.C., and embassy and post officers abroad, of a traveler's presence in a foreign country.

306-4.2 Why is there a need to prepare country clearance cables?

- 1) Department of State policy. Department of State policy requires embassy clearance for official travel to a foreign country;
- 2) Embassy information. Consular offices are required to know about all scientific activities conducted during official foreign travel. In some cases, the embassy will provide a contact at the embassy for the traveler. The embassy may request a meeting or report from the traveler;
- 3) Traveler safety. For travelers who have received country clearance, Department of State will provide assistance in situations including, but not limited to, political unrest, health emergencies, and crime;
- 4) Traveler's convenience. Travelers can receive consular assistance for lost or stolen passports as well as general assistance with hotel accommodations; etc...
- 5) Potential for clearance to be refused. The embassy may have knowledge of reasons or situations which would prohibit the visit during the proposed period, and may therefore refuse to provide clearance. In such cases, travelers would reschedule the visit to accommodate embassy recommendations.

306-4.3 When is a country clearance cable prepared?

Country clearance cables are prepared for all foreign travel by Federal employees. Country clearance cables may be necessary for invitational travelers. Contact the International Activities Office within your Line/Staff Office for more information.

306-4.4 Who prepares country clearance cables?

The International Activities Office in your Line Office **is required** to prepare all country clearance cables. Each Staff Office within the Office of the Administrator is required to prepare all country clearance cables with the assistance, when needed, of the Office of International Affairs.

306-4.5 What are the lead-time requirements for processing country clearance cables?

At least 4-weeks lead-time is required for processing country clearance cables. Contact your servicing International Activities Office immediately if 4 weeks lead-time is not possible.

306-4.6 What information is required for a country clearance cable?

- 1) Traveler's name, title, and affiliation;
- 2) Purpose of travel - Include names of workshops/meetings and titles of all papers and presentations. Include names of institutional affiliations, and spell out acronyms;
- 3) Travel destination and general schedule. If possible, specify dates in each city within each country;
- 4) A contact name in the foreign country, name of the inviting office, and phone numbers; and
- 5) Indication of whether embassy assistance is requested. In most cases, there is no need to ask for embassy assistance and a simple closing paragraph that states that "no embassy assistance is requested" will suffice. However, if required (usually for high-level officials), the cable should be clear and specific about what is needed. The traveler should be aware that there may be an embassy charge for some services. Please note: Contact your Line or Staff Office for other internal requirements.

PART 306-5-Official Passports

Sec.

- 306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?
- 306-5.2 What is the lead-time requirement for processing an official passport?
- 306-5.3 Do I provide a justification if there is not enough lead-time to process my official passport?
- 306-5.4 How do I apply for an official passport?
- 306-5.5 What form do I use when I need to make changes to my official passport?
- 306-5.6 What form do I use if my official passport is lost or stolen?
- 306-5.7 Where do I obtain passport forms for official travel?
- 306-5.8 What do I do with my official passport when I return from official travel?
- 306-5.9 What do I do with my official passport upon leaving Government service?
- 306-5.10 Can I keep my official passport for a souvenir?

306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?

Yes. All NOAA employees traveling to a foreign country on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport is not required for travel to Taiwan, American Samoa, Guam, Alaska, Hawaii, Johnston Atoll, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands of the U.S., Wake Island, Bermuda, Bahamas, Fiji, Kwajalein, Marshall Islands, and all possessions of the United States. The NTO strongly urges employees to carry birth evidence when traveling to the before-mentioned destinations to avoid unnecessary problems.

However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence.

306-5.2 What is the lead-time requirement for processing an official passport?

The lead-time requirement for processing an official passport is 4 to 6 weeks and is dictated by the Department of State.

306-5.3 Do I need to provide a justification if there is not enough lead-time to process my official passport?

Yes. Passport applications submitted with less than 4-weeks lead-time **must** include an emergency justification letter addressed to the Department of State, Chief of Passport Services. The emergency justification does not guarantee that the foreign travel package will be processed in time for travel.

306-5.4 How do I apply for an official passport?

You may apply for an official passport in one of the following two ways:
(If you expect to travel frequently, you may request a 48-page passport to accommodate visa stamps.)

1) “DSP-11, Application for Passport,” is used if you have **never** been issued a passport (either personal or official), or if you have a passport that was issued **more** than 15 years ago. The NTO will send you a DSP-11 form, and an original and a photocopy of a letter of authorization. You are required to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need to take a completed, but not signed, DSP-11 form, an original and a photocopy of a letter of authorization, two passport-size photographs (2"x 2"), and a birth certificate with a raised seal. At least 4 to 5 weeks is required for processing DSP-11 forms (not including visas).

2) “DSP-82, Passport Application by Mail,” is used if you have a passport (either personal or official) that was issued within the last 15 years. You will submit a completed and signed DSP-82 form, two passport-size photographs (2"x 2"), and either a personal or official passport issued within the last 15 years to the NTO for processing. At least 4 weeks is required for processing DSP-82 forms (not including visas).

306-5.5 What form do I use when I need to make changes to my official passport?

You will submit a “DSP-19, Passport Amendment/Validation Application” to the NTO to correct a name and/or descriptive data in the passport, to add visa supplement pages to the passport, or to extend the validity of a limited passport. At least 4 weeks is required for processing DSP-19 forms (not including visas).

306-5.6 What form do I use if my official passport is lost or stolen?

You must notify the NTO immediately if your official passport is lost or stolen. The NTO will send you a “DSP-64, Statement Regarding Lost or Stolen Passport,” a DSP-11 form, and an original and a photocopy of a letter of authorization. You are required to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need a completed DSP-64 form, a memo of explanation supported by police documentation (if possible), a completed, but not signed, DSP-11 form, an original and a photocopy of a letter of authorization, two passport-size photographs (2"x 2"), and a birth certificate with a raised seal. Four to five weeks is required for processing DSP-11 forms (not including visas).

306-5.7 Where do I obtain passport forms for official travel?

Passport forms may be obtained from the NTO by calling (301) 413-3060 or on-line at <http://travel.state.gov> . Passport forms **cannot** be photocopied.

306-5.8 What do I do with my official passport when I return from official travel?

Department of State security requirements dictate that all official passports be returned to the NTO for safekeeping in the official passport repository upon completion of foreign travel. Employees who accomplish frequent foreign travel, or are on foreign blanket travel orders, may retain official passports in a locked safe in their offices.

Official passports are the property of the Government, and are not the personal property of the traveler. Official passports must never be kept at home.

306-5.9 What do I do with my official passport upon leaving Government service?

Upon leaving Government services, employees must return all valid or expired official passports to the NTO for disposition.

306-5.10 Can I keep my official passport for a souvenir?

Yes. Employees who wish to retain their official passport for a souvenir must return their official passport with a memorandum of explanation to the NTO. The NTO will forward the official passport to the Department of State for cancellation. After cancellation, the official passport will be returned to the traveler for a souvenir.

PART 306-6-Official Visas

Sec.

- 306-6.1 What is a visa?
- 306-6.2 What lead-time requirements does the NOAA Travel Office require for processing visa(s) for official travel?
- 306-6.3 How do I obtain a visa(s) in my official passport?
- 306-6.4 Is there a listing I should use when verifying visa requirements for official travel?
- 306-6.5 Where do I obtain visa applications for official travel?
- 306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

306-6.1 What is a visa?

A visa is a stamp affixed in a passport which allows you to enter and exit a foreign country.

306-6.2 What lead-time requirements does the NOAA Travel Office require for processing visa(s) for official travel?

Lead-time requirements for processing visas for official travel are dictated by the various embassies. Six to seven working days lead-time is required to process visas for most countries. Fifteen days lead-time is required to obtain visas for China and Russia, and 2 months lead-time is required to obtain visas for Cuba.

306-6.3 How do I obtain a visa(s) in my official passport?

You will submit your official passport and any applicable visa documentation to the NTO for processing. Visa requirements vary for each country. Some countries may require a visa application, and some may require visa photos or letters of invitation.

306-6.4 Is there a listing I should use when verifying visa requirements for official travel?

Yes. You will use the “Visa Requirements for Official Travel” listing when verifying visa requirements for official travel. Do not use the “Foreign Entry Requirements” listing published by the Department of State. “Foreign Entry Requirements” provides visa requirements for personal and private industry travel and differs from the visa requirements for official travel.

See NTR, Chapter 306-7.3 for the “Visa Requirements for Official Travel.”

306-6.5 Where do I obtain visa applications for official travel?

Current visa applications may be obtained at the NTO by calling (301) 413-3060.

306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

You should note the following when reading the “Visa Requirements for Official Travel:”

- 1) **“No visa required”** indicates the employee travels on their official passport **only**; and
- 2) **“Visa required”** indicates a visa is required, but applications and pictures are not required. When a visa is required, the NTO will submit applicable paperwork with the official passport to the appropriate embassy for a visa; and

Original signatures are required on each visa application.

PART 306-7--Foreign Travel Documents

Sec.	
306-7.1	Foreign Travel Checklist
306-7.2	Defensive Travel Briefing
306-7.3	Visa Requirements for Official Travel

NOAA TRAVEL REGULATION
Chapter 306—Foreign Travel

FOREIGN TRAVEL CHECKLIST
306-7.1

TO: NOAA FOREIGN TRAVEL OFFICE, OFA22, 20020 CENTURY BLVD.,
SUITE 1C, GERMANTOWN, MD 20874
OFFICE: 301-413-3060
FAX: 301-413-3066

FROM: NAME: _____ FAX: _____
PHONE: _____
ADDRESS: _____

SUBJECT: TRAVELER'S NAME: _____
TRAVEL DATES: _____
DESTINATION(S): _____
OFFICIAL PASSPORT NUMBER: _____

The attached Foreign Travel Package contains the following (check where applicable):

- ____ **Emergency Justification Letter** See NTR, Chapter 306-5
(Applies to travelers who need an official passport with departure dates of less than 4 weeks lead-time)
- ____ **Form CD-29, Travel Order** See NTR, Chapter 300-4(a) & 301-2
- ____ **Defensive Travel Briefing Acknowledgment Statement** See NTR, Chapter 306-3 & 306-7.2
- ____ **Form CD-369, Travel Advance** See NTR, Chapter 300-4(f) & 301-51
(Invitational travelers only)
- ____ **DSP-11, Application for Passport** See NTR, Chapter 306-5.4(1)
(Frequent travelers are advised to request a 48-page passport)
- ____ **DSP-82, Passport Application by Mail** See NTR, Chapter 306-5.4(2)
(Frequent travelers are advised to request a 48-page passport)
- ____ **Two (2) Passport Photos** See NTR, Chapter 306-5.4(1) & (2)
- ____ **DSP-19, Passport Amendment/Validation Application** See NTR, Chapter 306-5.5
- ____ **DSP-64, Statement Regarding Lost or Stolen Passport** See NTR, Chapter 306-5.6
- ____ **Visa application(s) and photos**, (if applicable) See NTR, Chapter 306-7.3
- ____ **Letter of Invitation** See NTR, Chapter 306-7.3
(If applicable - required for travel to Russia and China)
- ____ **Fly America Justification Statement**, (if applicable) See FTR, Chapter 301-10.131 - 10.143 &
NTR, Chapter 300-4

PURPOSE

As a Commerce employee, you have access to critical U.S. Government information. The purpose of this briefing is to ensure that you understand your responsibilities to protect the information, and to make you aware of security vulnerabilities associated with foreign travel.

Presidential Decision Directive/NSC-12 "Security Awareness and Reporting Foreign Contacts," requires security personnel to establish and maintain security awareness programs which include formal briefings of the threat posed by foreign intelligence services. The awareness program must focus on the intelligence gathering of classified as well as other sensitive information. This Defensive Travel Briefing is part of Commerce's Security Awareness program.

APPLICABILITY

This defensive travel briefing is required by DAO-207-1. When traveling abroad, Departmental personnel, including summer hires, those on temporary assignment, and contractors are required to receive an annual defensive travel briefing. Any individual returning from travel of 90 days or more must undergo a security debriefing upon their return to the U.S.

AREAS OF INTEREST

Within the Department, we possess a wealth of information of interest to foreign powers and entities. Information regarding the Export Administration Act, ongoing negotiations, trade issues, economic indicators, industrial resources, production capabilities, manufacturing and other critical technologies, satellite data, telecommunications and computer sciences information, as well as numerous other types of sensitive information may be sought after. Because of your access to personnel, facilities, and information, YOU, as a Commerce employee, present an opportunity for a foreign entity to expand their knowledge about U.S. technology, capabilities and vulnerabilities. The information contained in this briefing regarding possible intelligence collection may occur in countries with whom we are allies. For that reason, we ask you to be alert to your surroundings and aware of your actions at all times wherever you travel internationally.

NATIONAL SECURITY THREAT LIST

The FBI considers the following to be threats to our national security regardless of the country involved:

Any foreign intelligence activity which is:

- * targeting U.S. intelligence and foreign affairs information and U.S. Government Officials
- * directed at critical technologies
- * directed at the collection of U.S. industrial proprietary economic information.
- * directed at the collection of information relating to defense establishments and national preparedness
- * involving the proliferation of special weapons of mass destruction
- * Involving perception management and active measures

If you become aware of or suspect any foreign intelligence activity aimed at the above list notify your security officer.

PRIOR TO DEPARTURE

1. Contact your security officer or the Office of Security at (202) 482-3131, to obtain the most recent travel advisory information. You may also want to contact the Department of State recorded message at (202) 647-5225.
2. Carefully complete your Visa application, as it will be scrutinized. If you are a naturalized U.S. citizen returning to the country of your origin, your citizenship may be questioned. If you encounter such a problem, please contact the State Department for guidance.
3. Ensure that items you carry with you are not controversial or prohibited. Political material or anything that could be considered pornographic should not be carried. If you are carrying prescription drugs with you, be certain that they are clearly marked and bring only necessary quantities.
4. Carrying letters, packages or gifts to individuals in other countries should be avoided. You may be viewed as a courier attempting to bring the material for subversive or illegal purposes.

5. DO NOT TAKE CLASSIFIED MATERIAL with you as you travel. Arrange to have the material transmitted by other approved means prior to your departure. Consult with your security officer for guidance.
6. Limit the amount of identification that you take. If you have several forms of Government ID (i.e. Commerce ID, building pass, courier card), bring only one ID with you. Make a photocopy of any ID or credit card you will be bringing and leave the copy at home. Write down your passport number and keep it separate from your passport. Do the same with your address and telephone number.
7. The carrying of laptop computers is discouraged, but not prohibited. Consult your security officer and your Information Technology Security Officer if you plan to take a laptop.

UPON ARRIVAL

1. An accurate declaration of all money and valuables should be made at entry. Some countries give the traveler a copy of the declaration which must be surrendered upon leaving. It is important to keep receipts of all money exchanges, as these frequently are required upon departure. Undeclared sums of U.S. or other currency are likely to cause difficulty with authorities and may be confiscated upon departure.
2. Declare such items as cameras, radios, etc, to preclude possible explanations, customs charges, or confiscation when you leave.
3. Contact the American Embassy or Consulate prior to your arrival, and provide your local address and probable length of your visit. For most official business visits a cable should be sent to the appropriate embassy advising of your visit.
4. Use of public transportation is recommended rather than driving yourself, because involvement in traffic accidents can be problematic. Taxis are the preferred mode of transportation. State Department travel advisories provide updated information regarding public transportation concerns in the country you are visiting.

YOUR ACTIVITIES AND BEHAVIOR

1. In all of your activities, show discretion and common sense. **MAINTAIN A LOW PROFILE.** Refrain from any behavior that may make you conspicuous or a potential target. **NEVER** engage in any illegal activity, excessive drinking or gambling. Use your best judgement to carefully avoid any situation which may allow a foreign intelligence agency the opportunity to coerce or blackmail you.
2. Do not discuss classified or sensitive information in any vehicle, restaurant, hotel room, hotel lobby, or other public place. In any public place, your conversation may be overheard, or you may be monitored. If you need to call the U.S. to discuss classified or sensitive information, locate a secure telephone by contacting the Regional Security Officer at the U.S. Embassy.
3. If you locate any possible surveillance equipment, such as microphones, telephone taps, miniature recording devices, or cameras, do not try to neutralize or dismantle it. Assume the device is operable and that active monitoring is ongoing. Report what you have found to the U.S. Embassy or Consulate. When you return, advise your security officer.
4. Never leave luggage or briefcases that contain sensitive information unattended. This includes leaving your briefcase in your hotel room. We encourage you to keep your briefcase, containing sensitive information, immediately in your possession. Departmental personnel frequently report occurrences of their luggage or briefcase being searched or rummaged through. If this happens to you, report the incident to your security officer when you return.
5. Foreign Intelligence Services may place you under physical surveillance or you may suspect that you are being watched. It is better to ignore the surveillance than to attempt to lose or evade it. In any event your actions should be prudent and not likely to generate suspicion. Good precautionary measures are to use well traveled highways and avoid establishing routine schedules.
6. Never try to photograph military personnel, installations, or other "restricted areas". It is best to also refrain from photographing police installations, industrial structures, transportation facilities and border areas.
7. Beware of overly friendly or solicitous people that you meet. Do not establish personal or intimate relationships with these individuals as they may be employed by the intelligence service. Do not share any work related information with any person who does not have a need to know.

8. Do not accept packages and agree to transport them back to the U.S. Even if your friends, relatives and professional contacts, make the request, do not accept the package.
9. If you will be on an extended visit and expect to be writing or receiving mail, remember that it may be subject to censorship. Never make references to any classified or sensitive information.
10. Avoid any areas where there is political or ethnic unrest, demonstrations or protests.
11. Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or Consulate immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an embassy representative.
12. Do not leave documents in hotel safes.
13. You may keep this document for reference, but do not carry it with you.

UPON YOUR RETURN

Contact your Security Officer to report foreign contacts and any unusual incidents. You must receive a security debriefing if you have been abroad for more than 90 days. You are required to report all contacts with individuals of any nationality, either within or outside the scope of your official activities in which

*Illegal or unauthorized access is sought to classified or otherwise sensitive information.

*You are concerned that you may be the target of an actual or attempted exploitation by a foreign entity.

EMERGENCY NOTIFICATION PHONE NUMBERS

Before your departure, it is recommended that you provide your family and/or a close friend with the name and phone number of your supervisor or coworker so that you can be reached in the event of an emergency.

If an emergency does occur, persons needing to reach you should be instructed to contact you via your immediate office. If this is not possible, the 24 hour State Department Operations Center (202) 647-1512, may be able to assist others in reaching you.

DEFENSIVE TRAVEL BRIEFING ACKNOWLEDGMENT STATEMENT

My signature below indicates that I have read/been briefed and understand the Department of Commerce, Office of Security defensive travel briefing. I am aware that any questions I have concerning the contents of this briefing should be directed to my servicing security officer.

Print Full Name _____

SSN _____

Line or Staff Office _____

City and State _____

Work Phone* _____

Signature _____

Date of Signature _____

**PLEASE SIGN, DATE, AND FAX THIS LAST PAGE TO
THE NOAA TRAVEL OFFICE ON 301-413-3066.**

Privacy Act Statement: Your Social Security Account Number (SSN) is solicited under authority of Executive Order 9397 and will be used to identify you precisely when certifying that you have received a NOAA foreign travel briefing. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of your travel. Collection of this information is authorized by Executive Order 9397, 10450, 12356; U.S.C. 301 and 7531-532; 15 U.S.C. 1501 et seq; and 44 U.S.C. 3101

<u>ACSENSION</u>	NO VISA REQUIRED
<u>AFGHANISTAN</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ALBANIA</u>	NO VISA REQUIRED
<u>ALGERIA</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA</u>	NO VISA REQUIRED
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>AUSTRALIA</u>	AUSTRALIAN VISAS SHOULD BE OBTAINED ELECTRONICALLY THRU THE APPLICABLE TRAVEL MANAGEMENT CENTER (TMC). IN CASES WHERE ELECTRONIC VISAS ARE NOT POSSIBLE: 1 ORIGINAL VISA APPLICATION
<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AZORES</u>	SEE PORTUGAL
<u>BAHAMAS</u>	NO OFFICIAL PASSPORT OR VISA REQUIRED. PROOF OF CITIZENSHIP: BIRTH CERTIFICATE OR VOTE OF REGISTRATION CARD ACCEPTABLE
<u>BAHRAIN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BARBADOS</u>	2 VISA APPLICATIONS, 2 PHOTOS (EMBARKATION & DEBARKATION ABOARD SHIP - NO VISA NECESSARY)
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO

<u>BELGIUM</u>	NO VISA REQUIRED
<u>BELIZE</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BENIN</u>	2 VISA APPLICATIONS, 2 PHOTOS (SHOT RECORD W/CHOLERA AND YELLOW FEVER)
<u>BOLIVIA</u>	VISA REQUIRED
<u>BOTSWANA</u>	NO VISA REQUIRED
<u>BRAZIL</u>	1 VISA APPLICATION
<u>BRAZZAVILLE</u>	2 REFERENCES, 2 PHOTOS, LETTER OF INVITATION & REFERENCES IN BRAZZAVILLE. APPROVAL FROM DIRECTOR GENERAL SERVICES OF SECURITY
<u>BRUNEI</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS, YELLOW FEVER VACCINE
<u>BURMA</u>	NOW CALLED “MYANMAR” ...SEE MYANMAR
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMBODIA</u>	SEE KHMER REPUBLIC
<u>CAMEROUN</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CANADA</u>	NO VISA REQUIRED. NOTE: EFFECTIVE 7/1/99, OFFICIAL PASSPORTS ARE STRONGLY SUGGESTED FOR EMPLOYEES CONDUCTING OFFICIAL BUSINESS IN CANADA DUE TO PROBLEMS AT THE BORDER.

<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO
<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CHASOS ISLAND</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>CHILE</u>	VISA REQUIRED
<u>CHINA</u>	A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT- <u>ALLOW AT LEAST 2 WEEKS LEAD TIME</u>
<u>CHRISTMAS ISLAND</u>	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COLOMBIA</u>	VISA REQUIRED
<u>CONGO</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>COOK ISLAND</u>	NO VISA REQUIRED
<u>COSTA RICA</u>	VISA REQUIRED
<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CUBA</u>	1 VISA APPLICATION (MUST BE TYPED), 2 PHOTOS - <u>ALLOW 2 MONTHS LEAD TIME</u> NO VISA FOR GUANTANAMO BAY
<u>CURACAO</u>	NO VISA REQUIRED
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>CZECHOSLOVAKIA</u>	NO VISA REQUIRED UNDER 30 DAYS
<u>DAHOMY</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DOMINICA</u>	NO VISA REQUIRED
<u>DOMINICAN REP.</u>	VISA REQUIRED (NO VISA WHEN TRAVELING VIA MILITARY PLANE.)
<u>ECUADOR</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 1 PHOTO
<u>ENGLAND</u>	NO VISA REQUIRED
<u>ESTONIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO, YELLOW FEVER IMMUNIZATION - <u>ALLOW 2 WEEKS LEAD TIME.</u>
<u>FIJI</u>	NO VISA REQUIRED UNDER 6 MONTHS (UNITED KINGDOM)
<u>FINLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FORMOSA</u>	SEE CHINA
<u>FRANCE</u>	1 VISA APPLICATION (<u>COMPLETELY FILLED OUT AND SIGNED</u>), BLOCK 1 OF VISA APPLICATION SHOULD HAVE “NAME”, NOT “SURNAME” - SPAIN, FRANCE AND GREECE ARE ALL THE SAME VISAS.

<u>FRENCH GUIANA</u>	SAME REQUIREMENTS AS FRANCE
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, YELLOW FEVER, SMALLPOX, & CHOLERA IMMUNIZATIONS
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, IMMUNIZATION RECORD
<u>GERMANY</u>	NO VISA REQUIRED
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO, (GOOD FOR 5 YEARS) GREECE, FRANCE AND SPAIN ALL SAME VISAS.
<u>GREENLAND</u>	NO VISA REQUIRED
<u>GRENADA</u>	NO VISA REQUIRED
<u>GUADELOUPE</u>	SAME VISA REQUIREMENTS AS FRANCE
<u>GUAM</u>	NO VISA REQUIRED
<u>GUATEMALA</u>	VISA REQUIRED
<u>GUINEA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED
<u>HAITI</u>	VISA REQUIRED
<u>HONDURAS</u>	NO VISA REQUIRED
<u>HONG KONG</u>	NO VISA UNDER 30 DAYS
<u>HUNGARY</u>	NO VISA REQUIRED

<u>ICELAND</u>	NO VISA REQUIRED
<u>INDIA</u>	1 VISA APPLICATION, 2 PHOTOS,
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED
<u>ISRAEL</u>	1 VISA APPLICATION (WILL NEED NEW PASSPORT IF CURRENT PASSPORT CONTAINS A SYRIAN VISA)
<u>ITALY</u>	NO VISA REQUIRED
<u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>JAKARTA</u>	2 VISA APPLICATIONS, 1 PHOTO
<u>JAMAICA</u>	1 VISA APPLICATION, 1 PHOTO
<u>JAPAN</u>	1 VISA APPLICATION (VISA VALID FOR 5 YEARS)
<u>JAVA (INDONESIA)</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAZAKHSTAN</u>	SEE RUSSIA
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KHMER</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KOREA</u>	1 VISA APPLICATION, 1 PHOTO

<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>KYRGYZSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LEBANON</u>	NO TRAVEL ALLOWED
<u>LESOTHO</u>	NO VISA REQUIRED
<u>LIBERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LITHUANIA</u>	NO VISA REQUIRED
<u>MACEDONIA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MADAGASCAR</u>	4 ORIGINAL VISA APPLICATIONS, 4 PHOTOS
<u>MALAGASY REP.</u>	4 ORIGINAL VISA APPLICATIONS, 4 PHOTOS
<u>MALAWI</u>	NO VISA REQUIRED
<u>MALAYSIA</u>	NO VISA REQUIRED UNDER 6 MONTHS
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MALDIVES</u>	NO VISA REQUIRED
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MALTA</u>	NO VISA REQUIRED
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED

<u>MARTINIQUE</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>MAURITANIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, IMMUNIZATION RECORD
<u>MAURITIUS</u>	NO VISA REQUIRED
<u>MEXICO</u>	NO VISA REQUIRED. NEED SPECIAL PERMIT IF WORKING IN MEXICAN WATERS.
<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MONACO</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>MONGOLIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MOROCCO</u>	NO VISA REQUIRED
<u>MOZAMBIQUE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS, 1 REPORT OF ARRIVAL
<u>NAMIBIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED
<u>NEW CALEDONIA</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED

<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS, YELLOW FEVER IMMUNIZATION - CERTIFIED SHOT RECORD
<u>NIGERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, UP-TO-DATE SHOT RECORD & 2 WEEK BACKGROUND INVESTIGATION
<u>NORWAY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NOUMEA</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>OMAN</u>	2 ORIGINAL VISA APPLICATIONS (MUST BE TYPED), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION
<u>PANAMA</u>	VISA REQUIRED
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, PORT MORESBY MUST SEND IMMIGRATION APPROVAL TO EMBASSY.
<u>PARAGUAY</u>	1 VISA APPLICATION, 1 PHOTO
<u>PERU</u>	VISA REQUIRED
<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO
<u>POLAND</u>	NO VISA REQUIRED
<u>PORTUGAL</u>	NO VISA UNDER 60 DAYS-IN CASES OVER 60 DAYS THE TRAVELER WOULD NEED TO APPLY AT A POLICE STATION IN PORTUGAL
<u>QATAR</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>REUNION</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>ROMANIA</u>	NO VISA REQUIRED

<u>RUSSIA</u>	1 VISA APPLICATION, 3 SIGNED PHOTOS (NO GLOSSY PHOTOS) LETTER OF INVITATION - <u>ALLOW AT LEAST 2 WEEKS LEAD TIME</u>
<u>RWANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO - (WILL NEED NEW PASSPORT IF CURRENT PASSPORT CONTAINS ISRAELI VISA)
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS IF OVER - 2 VISA APPLICATIONS, 2 PHOTOS
<u>SIERRA LEONE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 2 WEEKS
<u>SLOVENIA</u>	NO VISA REQUIRED
<u>SOMALIA</u>	4 VISA APPLICATIONS, 4 PHOTOS, IMMUNIZATION RECORD MUST SHOW PROOF OF YELLOW FEVER, SMALL POX AND CHOLERA
<u>SOUTH AFRICA</u>	1 VISA APPLICATION
<u>SPAIN</u>	VISA REQUIRED - SPAIN, FRANCE AND GREECE ISSUE THE SAME VISA
<u>SPANISH SAHARA</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SUDAN</u>	1 VISA APPLICATION, 1 PHOTO IMMUNIZATION RECORD SHOWING PROOF OF YELLOW FEVER & CHOLERA RECOMMENDED. (WILL NEED A NEW PASSPORT IF CURRENT PASSPORT CONTAINS ISRAELI AND/OR SOUTH AFRICAN VISA)

<u>SUMATRA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SURINAM</u>	VISA REQUIRED
<u>SWAN ISLAND</u>	SEE HONDURAS
<u>SWEDEN</u>	NO VISA REQUIRED
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIAN ARAB</u>	1 VISA APPLICATION - (WILL NEED NEW PASSPORT IF CURRENT PASSPORT CONTAINS ISRAELI VISA)
<u>TAHITI</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>TAIWAN</u>	MUST TRAVEL ON PERSONAL PASSPORT. TAIWAN CLEARANCE FORM MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (FAX NUMBER ON CLEARANCE SHEET). UPON APPROVAL, TAIWAN COORDINATION STAFF WILL FAX CLEARANCE TO THE NTO. UPON COMPLETION OF THE FOREIGN TRAVEL PACKAGE, THE NTO WILL SEND THE TRAVELER A COPY OF THE TAIWAN CLEARANCE FORM. TRAVELER IS EXPECTED TO OBTAIN A TAIWAN VISA IN THEIR PERSONAL PASSPORT BY SUBMITTING A COPY OF THE APPROVED TAIWAN CLEARANCE FORM WITH PERSONAL PASSPORT AND VISA PAPERWORK TO THE TAIWAN EMBASSY.
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>TARAWA</u>	SEE VISA REQUIREMENTS FOR KIRIBATI
<u>THAILAND</u>	1 VISA APPLICATION
<u>TOGO</u>	NO VISA REQUIRED UNDER 30 DAYS

<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TRUK</u>	SEE VISA REQUIREMENTS FOR MICRONESIA.
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 4 MONTHS
<u>TURKEY</u>	VISA REQUIRED
<u>UGANDA</u>	NO VISA REQUIRED
<u>UKRAINE</u>	1 VISA APPLICATION, 1 PHOTO
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>UNITED KINGDOM</u>	NO VISA REQUIRED
<u>URUGUAY</u>	VISA REQUIRED
<u>VENEZUELA</u>	VISA REQUIRED
<u>VIETNAM</u>	2 VISA APPLICATIONS, 2 PHOTOS, LETTER OF INVITATION STATING WHO IS SPONSORING THE TRIP FROM VIETNAM.
<u>WESTERN SAMOA</u>	NO VISA REQUIRED
<u>YEMEN ARAB</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>YUGOSLAVIA</u>	VISA REQUIRED
<u>ZAIRE</u>	3 VISA APPLICATIONS, 3 PHOTOS, YELLOW FEVER IMMUNIZATION
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ZIMBABWE</u>	NO VISA REQUIRED